

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Tuesday, June 26, 2018 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Vander Leest
Excused: Supervisor Becker
Also Present: Supervisors Lefebvre, Tran; Human Resources Director Kathryn Roellich, Child Support Director Maria Lasecki, Director of Administration Chad Weininger, Technology Services Director August Neverman, Enterprise Systems & Applications Manager Laura Workman, Deputy Corporation Counsel Bree Madison, Treasurer Paul Zeller, news media and other interested parties.

I. Call to Order:

The meeting was called to order by Chairman Tom Sieber at 6:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of June 6, 2018 and Joint Admin & Exec of June 14, 2018.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review minutes of: None.

Comments from the Public None.

Communications

- 2. Communication from Supervisor Moynihan re: As mentioned in 2016, I renew my belief that all Brown County Board Supervisors should utilize the county e-mail system as created by TS. Doing so provides far easier compliance should the supervisor be provided an open records request and must turn over their personal computer and/or files. Therefore, with Administration concurrence and ultimately the full County Board, I request that Corporation Counsel draft an administrative rule/ordinance – “All Brown County business conducted by supervisors shall be done so utilizing county, not personal e-mail, no exceptions.”**

TS Director August Neverman spoke with Moynihan and it overlapped with one supervisor’s request to forward county email to personal email. He and Corporation Counsel had already started researching other ordinances and other counties and found two counties that had this as an ordinance for the County Board to use as a sample and we working on it.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to direct staff to continue working on an ordinance related to County Board business on emails. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- 3. Communication from Supervisor Kneiszel: Request the Brown County Department of Technology Services give a presentation on the costs and practical use of IQM2 total media management or similar video meeting archive software. *Referred from June County Board.***

Kneiszel understood that this won't be ready until August or September. Neverman informed the target was to have the particular company that owned IQM2, which was Granicus, come and present the cost summary and the optional software.

**Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to hold for 30 days.
Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Supervisor Gruszynski: That the Brown County Board make a recommendation to the County Treasurer to include the amount of tax payer money being spent on private vouchers to increase transparency on education spending in the county. *Referred from June County Board.***

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to hold for one month.
Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Communication from Supervisor Becker: For Corporation Counsel to review Brown County Ordinance 2.04(3)(D) for constitutionally proper options for invocation if current section is modified, replaced, or removed. *Referred from County Board.***

As mentioned at the board meeting, Supervisor Lefebvre informed she would push for eliminating the invocation and briefly explained her opposition for it. Schadewald informed Becker's communication was the after affect so until it was modified, replaced, or removed there was nothing to talk about and suggested holding for 30 days.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to hold for 30 days.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Resolutions & Ordinances

6. **Resolution to Ratify the Brown County Sheriff's Department Supervisory Employees Labor Association 2017-2019 Labor Agreement.**

Human Resources Director Kathryn Roellich stated this was the contract negotiated and was consistent with what they did with the non-sups earlier this year and will expire Dec 31, 2019. A lot of it was clean up language. This year they moved the Sheriff's patrol from paper timecards to the Kronos system. It will affect 14-15 positions.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

7. **Budget Status Financial Report for May 2018 - Unaudited.**

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Human Resources Report.**
 - a. **Turnover Report for May 2018.**
 - b. **Dept. Vacancies Report as of June 19, 2018.**
 - c. **Health & Dental Reports from M3 (May 2018).**
 - d. **Turnover report with BLS Statistics.**

Roellich informed, specialty pay has been completed and final payment for retro will be done on the next check. There was a question last month about cost and what dollars they had, Roellich provided a handout (attached) showing the best available information she had at the moment and briefly spoke to it. \$249,000 was budgeted for levy for 2018 and they spent \$77,000 so far on the levy only.

Class and Comp, they sent out job summaries and compensable factors to all departments and asked them to review, sign off or provide issues or concerns. The ones signed off were done, the ones with issues, they sat with departments, went on the pay scale website and identified better matches.

They started the new Benefits Advisory Committee; they had a meeting scheduled for Thursday. A number of the items to be discussed were proposed options for health insurance for 2019. They were looking at ways to better manage the plan and provide additional resources to employees.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to suspend the rules to take Items 8 a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file Items 8 a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

9. Budget Status Financial Report for May 2018 – Unaudited.

Child Support Director Maria Lasecki stated they were doing well, she was very pleased.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Departmental Openings Summary.

There was zero attrition for 2018 so far, the only opening they had was a promotion to a supervisor from a frontline staff person.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Director Summary.

Lasecki informed they had been paperless in terms of all the cases that were currently working, that were open. They had a backlog of files that were not yet ready to be destroyed and needed to be held on to. She was pleased to inform those were all paperless now. They were 100 scanned. A huge thank you to August Neverman, Laura Workman and her staff.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

12. Budget Status Financial Report for May 2018 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Budget Adjustment Request (18-75): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Video/Closed Captioning options.

Neverman's recommendation was that at some point they will probably have to do something but it was entirely at the board's discretion, when the public was requesting it and/or when they believed the public needed it. He was in favor of making this stuff as electronic as possible and accessible to

the public as possible but recognized the financial constraints. He gave as many options as possible.

Kneiszel questioned how this factored into the presentation on archiving videos. Neverman stated it was related to but did not solve the FCC compliance issues and he would refer to Corporation Counsel for decisions regarding it. Director of Administration Chad Weininger informed they already looked into it and it didn't comply yet.

Sieber questioned if there was an option for the City of Green Bay, Ashwaubenon, and/or other municipalities to go in together and RFP a service for a lower rate with one vendor. Neverman stated they could try and do that but through competition and demand on the internet there were enough people requesting closed captioning and transcription that they could now get each for a \$1 a minute. He has not found anything lower and didn't believe they would negotiate a contract with the sheer volume they were handling. Weininger stated when NEWEYE was around, they looked at it and it was \$1.

Schadewald suggested forwarding this to Executive to give a feel of cooperation, to pare down what they may be comfortable with and discuss meeting in Room 200 to be able to record standing committees.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to forward the options to the Executive Committee for further consideration. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Resolution Directing County Board Staff to Retain Audio Recordings of Meetings for Seven Years.

Weininger informed that County Board staff already did this. If they wanted to memorialize it, they should put it in resolution format. There was no fiscal as staff already complied with the request. Sieber understood that Linssen wanted to make sure there was something in writing. Sieber suggested adding, 'after the date recorded' after 'for a period of 7 years.'

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Resolution re: Change in Table of Organization for the Technology Services Department Enterprise Web and Social Media Specialist.

Neverman informed this was a position that was shared as part of the Brown County website plan and would overlap if they approved the funding for the closed captioning they would have the same FTE perform that function and it would also handle other web related activities while making the county more accessible. Schadewald wanted it noted for the record there was plenty of work whether they did closed captioning or not.

Enterprise Systems & Applications Manager Laura Workman stated since they started the website, it bloomed into them having ownership, she tried to keep together as best as she could but had departments responsible for their own sites. There was never a central point of authority to get the departments to keep their contents up to date or get rid of erroneous stuff. It was Schadewalds understanding that they had not evolved the management of the website as the technology had evolved and allowed opportunity. This was to manage the website to make it more user friendly, better for constituents, more easily accessible and will provide better quality services to staff and the public. Workman agreed and stated there was a lot more they could be doing. That's why Schadewald encouraged support for this position, because that's what the county needed.

Kneiszel questioned the skills and education requirements of this position. He knew Social Media Specialists that didn't make anywhere near this amount of money. Neverman stated they provided HR a specification sheet and HR came back with the salary and benefits based on skills and expertise. If the person was purely a content manager or just social media, that would have been a stepdown. This position will do site management and basic scripting and coding. They will get a much better

tool that will allow them to control the look and feel of the homepage where before they paid someone to do that. Kneiszel felt those were two completely different things; a person doing social media was not going to be a person programming a website. Neverman stated this role was primarily on the administrative and technical side of the house. They were basically making sure departments had their content up to date or follow up on broken links, etc. Should the policy get approved that they were working on this person would act as the contact manager and could remove things not completely done. There had been no one with that authority or no mechanism to challenge. They were trying to create structure where someone was responsible. Kneiszel found the title misleading and questioned if this was someone with a college degree in computer science and programming experience. Neverman stated programming could vary depending on who you ask; this was programming because they had to know scripting, CSS, HTML and all the terminology and languages even if they were not personally doing that work they had to be able to interact with the vendor. He noted that they did pound two buckets into one position; it should bring in a mid-level, 3-5 years' experience. They worked with HR to make sure it matched what the market standard was, not for the high end or low end. Kneiszel suspected that they may find down the road those two things won't go together and they will need someone on the other end and the pay could be a challenge long term.

Schadewald believed if they hired someone, a year from now the website should be significantly better but suggested after they hire someone get bimonthly reports.

Vander Leest questioned if the funds were budgeted, Neverman responded no, it would be an overage on his account but that way they were doing the chargebacks to levy and non-levy correctly. The hit would occur to the individual departments as the actuals. Weininger interjected that this resolution was not properly before the committee as it did not have a fiscal, which would explain those specifics. The resolution was at the request of this committee. The \$100,000 would create a structural deficit in the 2019 budget and they were already at levy limit. They were required to use a percentage of the \$43,000 out of the general fund or contingency. There was roughly \$160,000 in the contingency fund however; Weininger knew there were a number of requests moving forward.

Kneiszel stated with funds being so limited, he was torn. He felt it was an important decision to make but on the other hand he felt the transparency they needed with the archiving of videos of meetings was as or more important. Neverman stated they had the funding for the website with the budget adjustment and that would get them the tools and infrastructure, server and software. This person would take the site and get content into in a way that was more permanent. If they don't fund the position, they were going to do their best to try to get what they could moved across as cleanly as they could. Weininger informed departments were actually responsible to drive content; some go outside because the current system wasn't very useful. He suggested them looking into everything else they needed like an IT security professional, those were things that should be weighed at one time and not individually. Kneiszel explained his reservations about the combination of duties of these jobs. He will reluctantly support this but wished there was more money to do everything.

Schadewald questioned if there was an option of when they did the software upgrades that they could hire someone to implement those? Neverman informed they were already contracting with them to take the existing website and move it. They were going to try and do some cleanup if they did not get the FTE. He would not recommend the investment of hiring short term employees, he'd rather his employees try to do it when they can because they had the problem where the website was contracted out to several people and now those people were gone and there was no owner. They needed to develop the pages and the site to the point where the public can use it in a way they were not using it today. Schadewald stated the website affected every department in Brown County and every employee's job in some way or form. To him, if they don't start doing something to create greater efficiencies and more accessibly on the website and the technology level they will continue to suffer. If they had more time to do something else because they made it easier on the website, that was productivity and efficiencies. He was willing to take the investment and run with it. It was the best possible plan to help everyone and it worked for the public too.

Sieber informed he was going to vote for it to give Schadewald an opportunity to talk about it on the

board floor but something like this he felt could wait until November budgeting process before they implemented this.

Vander Leest stated he supported what they were doing but wanted to be fiscally responsible.

Motion made by Supervisor Schadewald, seconded by Supervisor Sieber to approve the resolution, to add a fiscal note before it goes to Executive Committee and take the \$43,000 for the share out of the general fund. Vote taken. Nay: Vander Leest. MOTION CARRIED 3 to 1

17. Technology Services Monthly Report.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

18. Budget Status Financial Report for May 2018 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Oral Corporation Counsel Report. No report, no action.

Department of Administration

20. Budget Status Financial Report for May 2018 – Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Budget Adjustment Log.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Director's Report.

Weininger informed they handed out levy limits today and they were at levy capacity. He reminded the committee that the board took a vote to not increase the tax rate.

Responding to Schadewald, Weininger believed the Health and Human Services Department started working on going through all the things the county funded that were not mandated but was never formalized but sooner or later they will get there.

Brief discussions ensued with regard to net new construction and equalized value.

Schadewald stated they needed people to look at how the county operated and figure out where they gain efficiencies and where they could do things better. He felt they needed to continue to have working groups.

Sieber questioned if a report regarding the contingency fund usages, as far as how much was in there could be included in his reports. Weininger informed he will be putting them in all the budget adjustments with the fiscal.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

23. Budget Status Financial Report for May 2018 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. **Discussion and Possible Action re: request from previous owner, Roy F. Bartels, to grant "Preference to Former Owner" per Brown County Code Section 3.06(5)(c) regarding the sale of Parcel Number 6H-1223-2, taken through the In Rem process, with physical address of 2535 West Point Road, Green Bay, WI 54304.**

Zeller informed this parcel was by judgement order of Judge Zuidmulder to be titled to Brown County through the In Rem foreclosure process. This parcel was granted 60 additional days to pay on April 11th. At that point he told each property owner that requested the additional time that they had until 4:30pm on June 11th to pay the entire 2014 delinquency. Once that time expired the Judge signed the order. The previous owner did not comply. In this case there were two hearings that took place, one in February and one in April due to Judge Zakowski's calendar.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Melissa Bartels – on behalf of her Mother-in-Law.

Bartels had been making her mother-in-law's payments when they found out about this. After her husband died in 1999 they had been trying to help her. Bartels contacted Zeller a couple weeks ago trying to figure out when she had to get the money in by.

Zeller informed he received an email with no identification, four days after June 11th.

Bartels informed her husband talked to his work and he was able to get a 401k loan to pay all of the taxes, a guaranteed payment, but they needed something in writing to show what it was for. His employer informed that it could take up to 2 weeks.

Zeller informed that they already lost the house, the judgement order was recorded with the Register of Deeds, and Brown County owned the property. He stated statute gave preference to former owner, Roy F. Bartels to repurchase, or his or her heirs may be given such preference in the right to purchase such lands. Whoever the property was passed to, they did not record through probate or any type of action their ownership to the property. They have no idea who had claim to the property. Also, when a Judge signed a foreclosure order it extinguished any mortgages, liens and any type of encumbrances on the property. They would be selling back property to an heir with no mortgage or judgements on the property. He was required to do a title report and there were two mortgages and a legal judgement which was owed to Brown County by Debra Bartels for \$5,096.30. They did not have the power to put a judgement or a mortgage back on to the property. The county would sell it as is.

Bartels informed she didn't know about the mortgages or judgement. Responding to questions, the house was in the family since the 70s, her mother-in-law was still living in the home and they were approved for a loan up to \$50,000.

Deputy Corporation Counsel Bree Madison stated as a starting point they needed to see who the heir was and if it was contested, it would be an issue. There seemed to be a lot of steps that needed to be taken before this could be considered including reopening a judgement with the court and she didn't know if they could guaranteed a position to hand the property back over.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

When asked what the Treasurer's take on it, Zeller stated the Judge was very specific and made note that payment must be made in guaranteed funds, certified check, a bank check, money order, cash, etc. An attempt to pay by electronic check point and pay method of \$1,000 was made in May and it

was a non-sufficient fund check. It was not a permitted payment method and he had to follow the Judge's direction. He felt they weren't taking this seriously. They sent notices out every other month. If they sold the property on the open market, there were owner proceeds possible and the heirs could buy it on their market sale method. The thing he struggled with was if they sell to an heir or authorize the sale, Corporation Counsel had to prepare a quick claim deed in someone's name. He wasn't sure how they were going to determine that. If they bring \$14,954.58, they were whole. Madison stated they wouldn't deed anything until they had proof of legal heir. Zeller informed that Assistant Corporation Counsel Brett Haroldson, who assists with these, stated they can't go back and open up this judgement. The Judge will not permit it; he was already very firm with them about bothering him with post judgements. Madison stated if they already extinguished the other two liens and give back the property, she questioned if they would be liable to those former lien holders. It was a workaround she didn't think they wanted to get in the business of doing.

Schadewald felt they needed to get someone who was an expert legally giving an opinion about heirs and following the state law. He didn't want to break the state law. He felt they didn't have enough info or proper expertise and suggested holding until August. Kneiszel felt the Judge made this decision and the ship had sailed. He didn't feel like he needed to know more and this may be a can of works they shouldn't open. Zeller stated they owned the property and there was an occupant. The county was liable for property and casualty insurance and they are technically a landlord and they had to go through a 28 day notice process which they would do this week. If the occupant chooses not to vacate they had to go to the court commissioner for an eviction. They do notify the lien holders as part of this process and send them the actual foreclosure finding by certified mail just as they did to the owners/representatives.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to suspend the rules to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Responding to several questions from Schadewald, Bartels responded that her son attended the court hearing as she was working; he was told about the 60 days. She understood there was potential for eviction. It was her intent that she would like to avoid that situation and if given the option to get everything in align before the August meeting; her intent would be to follow.

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

In response to a potential motion directing the Treasurer to start the eviction process, Zeller informed there was a strict 28 day notice to vacate that could be produced and recorded by Corporation Counsel or a representative of, not the Treasurer. The eviction step was not date certain because they had to get on the court commissioner calendar and the occupant had the ability to appear and contest the eviction.

Sieber felt the first thing they had to do was make sure they could do this and there had to be provisions put on by Corporation Counsel and make sure they weren't liable for the mortgages if they sold it back to the property owners. Schadewald felt they established that whenever a court makes that judgement the mortgages were gone but what they worry about was if they want to send a precedent of allowing someone to buy it back after the mortgage was gone. The question was in their policymaking powers was, did they want to in this case allow them to do something? Now the heard from the Treasurer, he'd leave it to Corporation Counsel to send the 28 day notice, whatever the usual procedure was.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to defer the decision of the property at 2535 West Point Road until the August Administration Committee meeting with the intention that any decision in the affirmative will be completed by the deposit of the appropriate funds by 4:30pm the day following the Administration Committee meeting.

Vander Leest suggesting adding to the motion that if they moved forward that the county be made whole for the taxes and judgement.

Zeller informed the county owned the home and were now responsible for WPS bills, lawn maintenance, etc. and will incur additional costs between now and August. Schadewald didn't mind adding \$1,000 to what they owe them for additional costs. Zeller informed there was over \$1,900 in unpaid water/sewer bills that had been put on the tax bill for 2015, 2016 and 2017 and he had no way of knowing delinquencies for 2018. Zeller calculated a total owed of \$20,051.08 minus the \$1,000. Schadewald didn't want to write the figure now because he didn't want to break state law. Madison believed they may not be able to sell this property below fair market value to the individual asking them to do so. Her recommendation, and she wasn't saying it lightly, would be to not do anything additional on this property and let the judgement stand. It was a quagmire, she was worried about the precedent and there were more than enough opportunities at this point.

Kneiszel took Bartels at her word and he wasn't saying this was a ploy done by the formal property owner but it will happen again as people know this was happening and if for some reason what they were doing was actually forgiving a mortgage or two on a property and turning it back to the people who didn't pay the taxes he had a real ethical worry about that situation. He felt it wasn't his responsibility to do that. He feels for the people in these situations but ethically he can't support it. He felt they needed to do what their professional people and elected Treasurer suggests what they do in this situation. When someone was given 3-4 years to take care of situations like this, there were property owners in Brown County who paid their taxes every year and don't get into this kind of situation even when things are bad. He didn't want to come off as harsh but in this situation all the steps had been taken and the Judge made the decision and he won't support any further delay.

If they don't do anything, they will send the 28 day notice out, then the Sheriff's Department would go out on the 1st of August to check to see if the occupant had vacated and if not they go through the other process. They would have a locksmith secure the property, cut the grass, switch utilities in Brown County's name and proceed to a sale. If they decide not to do anything tonight, if at any time in July Ms. Bartels brings a check, paperwork, etc. Most likely they will not have sold it by the August meeting. Bartels would have to request to have the item added to the agenda. All the legal things would have to be answered and figured out.

Schadewald withdrew his motion with the understanding that Kneiszel made some good points and he understood this put a lot of pressure but they had also given lots of opportunities. It was a lot of money, \$25,000, her mother in law could use in other ways or they could use for living expenses or other living arrangements, there were all kinds of opportunities in life. To get a package or proposal together, to get things organized such that they don't have this quandary about a mortgage, etc. They talked about this enough and everyone knew what could or couldn't be done and it allowed the Treasurer to proceed in a normal course of events.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

25. **CLOSED SESSION:**

- a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating options regarding the sale of tax deed parcels, in particular regarding the potential sale of Brown County owned Parcels:
7-240 at 1001-1005 Day St. in the City of Green Bay
1-925 at 1305 S. Chestnut Ave. in the City of Green Bay
1-1346 at 1605 Eleventh Ave. in the City of Green Bay
SU-246-1 at 3695 N Lakeview Dr. in the Village of Suamico
HB-2830 at 1451 Navigator Way in the Village of Hobart

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to. Vote taken.
MOTION CARRIED UNANIMOUSLY

- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(l)(g), the Brown County Board of Supervisors Administrative Committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating options regarding the sale of tax deed parcels, in particular regarding the potential sale of Brown County owned Parcel 7-240 at 1001-1005 Day St. in the City of Green Bay.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- c. **Reconvene into Open Session:** The Brown County Board of Supervisors Administrative Committee shall reconvene into open session for possible voting and/or other action regarding the sale of tax deed parcels, in particular regarding the potential sale of Brown County owned Parcel. 7-240 at 1001-1005 Day St. in the City of Green Bay

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Other

26. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to acknowledge the receipt of the bills. Vote taken. **MOTION CARRIED UNANIMOUSLY**

27. Such other matters as authorized by law.

28. Adjourn.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to adjourn at 9:30 p.m. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein
Transcriptionist – Administrative Coordinator